



**NYC Procurement Roadmap: Monitor
Funding Opportunities and Respond to
Requests for Proposals (RFPs)**

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Introduction to the NYC Procurement Roadmap

The New York City Procurement Roadmap shows a list of all competitive Health and Human Services funding opportunities available to providers through participating HHS Accelerator Agencies.

Funding opportunities – referred to as procurements -- represent the City's investments in critical services. Each listing on the roadmap includes important dates and details which affect your ability to compete. We invite you to carefully review the details of each procurement to determine if your organization is best positioned to respond with proposals. Your organization's status related to each procurement is displayed and this indicates any actions you may need to take.

The Procurement Roadmap can be used to:

- Plan for upcoming procurements, some listed months in advance of anticipated release
- Check your organization's status for each procurement
- Manage multiple proposals for one or more procurements
- Prioritize work based on key dates.

Organizations eligible to propose will compete with each other for funding. Important details about proposal requirements are included in Request for Proposal (RFP) documents. These documents can only be viewed by eligible providers after procurements have been released. Once the due date for proposals has passed, submissions will be reviewed and scored by the City based on criteria included in the RFP documents and in accordance with all applicable procurement rules. Selected proposers will be notified of awards and given additional instructions prior to anticipated program start dates.

For convenience, basic background information about all funding opportunities published in the HHS Accelerator System is also available for review at www.nyc.gov/hhsaccelerator. However, you must be logged into your organization's HHS Accelerator account to learn more about each procurement, identify possible service partners, receive updates, and view RFP documents.

The Procurement Roadmap will serve as an essential planning and management tool for organizations delivering Health and Human Services to New Yorkers.

Understanding the Roadmap

You must log into your HHS Accelerator Account to view and navigate the Procurement Roadmap. The Procurement Roadmap is located in the Procurements section of the HHS Accelerator System. To access the roadmap, click Procurements.

The screenshot shows the 'Procurement Roadmap' page in the NYC HHS Accelerator system. The 'Procurements' tab is selected in the top navigation bar (callout a). Below the navigation bar, there are buttons for 'Save Updates to Provider Favorites' (callout c) and 'Display Provider Favorites Only' (callout d). A 'Filter Items' dropdown menu is visible (callout b). The main content area displays a table of procurement items with columns for Provider Favorites, Procurement Title, Agency, Procurement Status, Provider Status, Release Date, Proposal Due Date, and Contract Date. The first row is highlighted (callout g). The 'Provider Status' column for the first row is 'Not Applicable' (callout i). The 'Procurement Title' for the first row is 'AGN - HRA Procurement 9' (callout h). The number of procurements displayed is 132 (callout e). A 'Next' hyperlink is visible at the bottom right of the table (callout f).

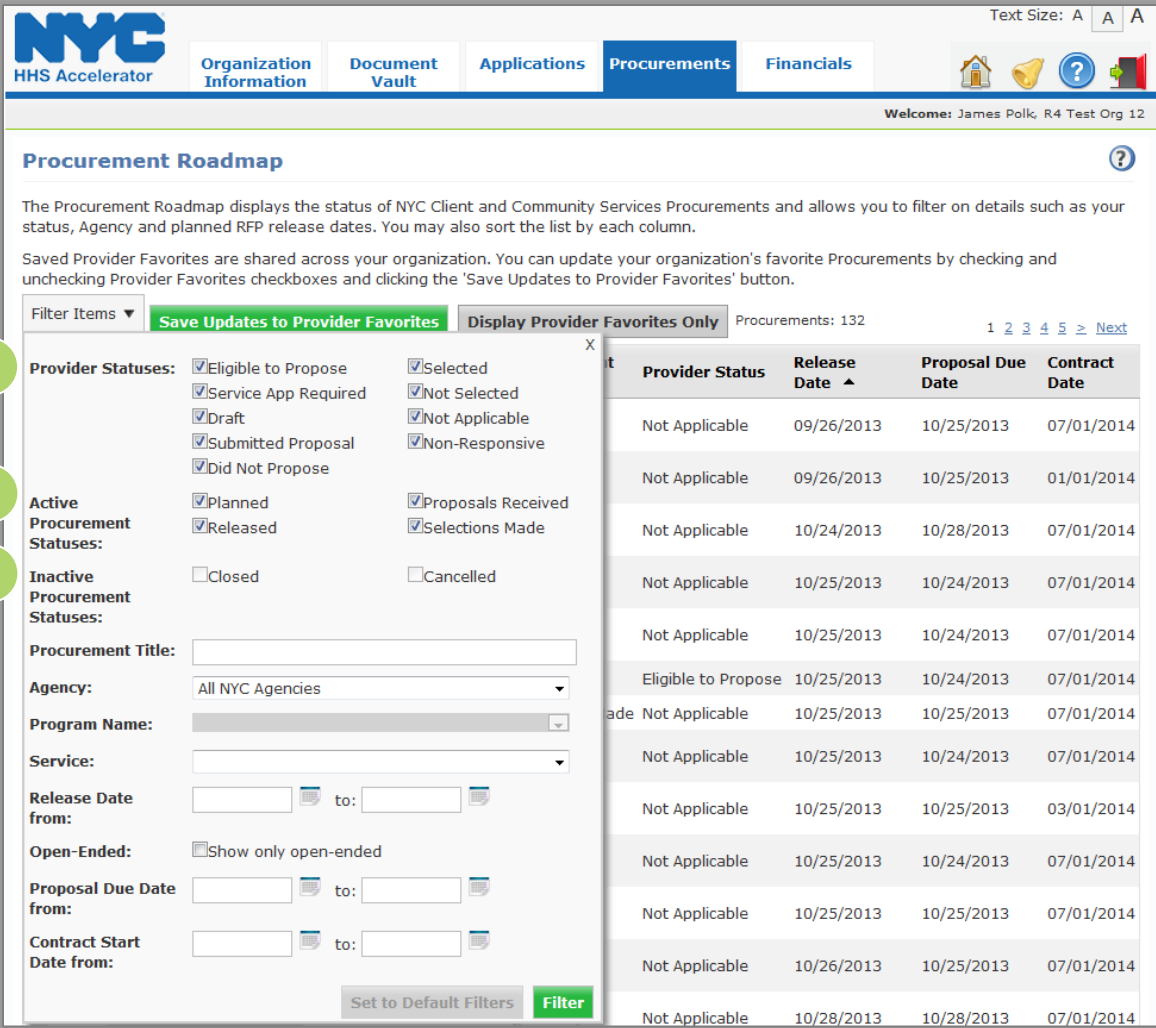
| Provider Favorites | Procurement Title | Agency | Procurement Status | Provider Status | Release Date | Proposal Due Date | Contract Date |
|--------------------------|---|--------|--------------------|-----------------|--------------|-------------------|---------------|
| <input type="checkbox"/> | AGN - HRA Procurement 9 | HRA | Proposals Received | Not Applicable | 09/26/2013 | 10/25/2013 | 07/01/2014 |
| <input type="checkbox"/> | AGN - HRA Procurement 7 | HRA | Proposals Received | Not Applicable | 09/26/2013 | 10/25/2013 | 01/01/2014 |
| <input type="checkbox"/> | AGN - HRA Procurement 2 | HRA | Proposals Received | Not Applicable | 10/24/2013 | 10/28/2013 | 07/01/2014 |
| <input type="checkbox"/> | AGN - HRA Procurement 4 | HRA | Proposals Received | Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| <input type="checkbox"/> | AGN - HRA Procurement 5 | HRA | Proposals Received | Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |

| | |
|----|--|
| a. | The Procurements tab allows you to access the Procurement Roadmap. |
| b. | The Filter Items button allows you to change which procurements are displayed. |
| c. | Save Updates to Provider Favorites allows you to add Procurements to your Favorites list. |
| d. | Display Provider Favorites Only, allows you to filter the roadmap based on your favorite procurements. |
| e. | The number of procurements displayed based on applied filters is listed. |
| f. | The Next hyperlink allows you to view other pages when multiple ones are displayed. |
| g. | Check box to select Procurements to add to your Favorites List. |
| h. | Click the Procurement Title to view the specific procurement you are interested in. |
| i. | Provider Status indicates your organization's status based on required or completed actions. |

Your view of procurements can be modified by clicking on a column header or by filtering items. For example, you may sort procurements by proposal due date so you can prioritize prequalification applications or drafting of proposal documents within your organization. You can click on the Proposal Due Date column header and change the view by ascending or descending order.

Filtering allows you to target your search and quickly modify procurements displayed on the roadmap.

After you click the Filter Items button the filter menu displays with a number of options for modifying displayed procurements. By default all Provider and Active Procurement Statuses are checked, and All NYC Agency is selected in the Agency drop-down menu. To adjust your filtered options, you must uncheck relevant boxes.



The screenshot shows the NYC Procurement Roadmap interface. A filter menu is open, showing various status options. The table below lists several procurements with their respective statuses and dates.

| Provider Status | Release Date | Proposal Due Date | Contract Date |
|---------------------|--------------|-------------------|---------------|
| Not Applicable | 09/26/2013 | 10/25/2013 | 07/01/2014 |
| Not Applicable | 09/26/2013 | 10/25/2013 | 01/01/2014 |
| Not Applicable | 10/24/2013 | 10/28/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Eligible to Propose | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/25/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/25/2013 | 03/01/2014 |
| Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/25/2013 | 07/01/2014 |
| Not Applicable | 10/26/2013 | 10/25/2013 | 07/01/2014 |
| Not Applicable | 10/28/2013 | 10/28/2013 | 07/01/2014 |

| | |
|----|--|
| a. | Provider Statuses indicate actions taken or required. |
| b. | Active Procurement Statuses indicate procurements requiring action either by the City or providers. |
| c. | Inactive Procurement Statuses indicate procurements for which there are no additional actions. To filter by Inactive Procurement Statuses, uncheck all boxes in Active Procurement Statuses rows |

You may also filter by Procurement Title, a specific Agency and Service. Enter periods using dates to further refine your search. Remove any dates to broaden your search. For example, if the system directs you to the Procurement Roadmap after clicking a number related to RFPs you're eligible for, the roadmap will be filtered on dates.

Below are brief definitions for Provider and Procurement statuses to guide you as you navigate the Procurement Roadmap and consider various RFPs. Based on the procurement details and your status, you may take the appropriate action.

| Provider Status | Definition |
|----------------------|---|
| Eligible to Propose | Your organization is eligible to submit a proposal. One or more Service Applications have been approved. |
| Service App Required | A Service Application is required. Submit an application for at least one of the services listed. Your application must be reviewed and approved. |
| Draft | At least one proposal has been started but proposals have not been submitted. |
| Submitted Proposal | Your organization has submitted one or more proposals to an eligible RFP. |
| Did Not Propose | Your organization did not submit a proposal but was Eligible to Propose or had a proposal started. |
| Selected | At least one of your organization's proposals was selected for award. |
| Not Selected | None of your organization's proposals were selected for the specified RFP. |
| Not Applicable | Your organization was not eligible to propose (i.e. the status of Service App Required). |

| Procurement Status | Definition |
|--------------------|---|
| Planned | You are able to view basic information about the procurement, required services, and contact information for other providers eligible to propose. RFP documents have not yet been published. Note the anticipated release date and continue to monitor the roadmap. |
| Released | If Eligible to Propose, you are able to view RFP documents and submit proposals. |
| Proposals Received | The proposal due date has passed. Additional proposals are not accepted after the due date. |
| Selections Made | Accelerator has approved all the selected winning providers submitted by the Agency and the providers have been notified that the results are in. |
| Closed | Selections have been made and no additional actions are required related to this procurement. You may view RFP documents even if you were not previously eligible to propose. |
| Cancelled | The City has made the decision to not move forward with the procurement. |

Customizing your Procurement Roadmap

Your organization can customize the Procurement Roadmap, by adding procurements to your Favorites List. To customize your Procurement Roadmap, take the following steps:

Once you have navigated to Procurements.

1. Check the **“Provider Favorites”** box for each procurement you would like to add to your favorites list.
2. Click the **“Save Updates to Provider Favorites”** button.
3. Click the **“Display Provider Favorites Only”** button.

Now only your favorite procurements are displayed.

Selected favorites are displayed to all organization staff who can view procurements, and changes affect all users.

4. To remove a procurement from your favorites list, uncheck the **“Provider Favorites”** box next to the procurement.
5. Click the **“Save Updates to Provider Favorites”** button.

The screenshot shows the NYC Procurement Roadmap interface. At the top, there are navigation tabs: Organization Information, Document Vault, Applications, Procurements (selected), and Financials. Below the tabs, there's a welcome message: "Welcome: James Polk, R4 Test Org 12". The main heading is "Procurement Roadmap". A descriptive paragraph explains that the roadmap displays the status of NYC Client and Community Services Procurements and allows filtering. Below this, there's a note: "Saved Provider Favorites are shared across your organization. You can update your organization's favorite Procurements by checking and unchecking Provider Favorites checkboxes and clicking the 'Save Updates to Provider Favorites' button." There are two callouts: a green circle with '2' pointing to the "Save Updates to Provider Favorites" button and a green circle with '3' pointing to the "Display Provider Favorites Only" button. A table lists various procurements with columns: Provider Favorites, Procurement Title, Agency, Procurement Status, Provider Status, Release Date, Proposal Due Date, and Contract Date. A green circle with '1' points to the checkboxes in the "Provider Favorites" column.

| Provider Favorites | Procurement Title | Agency | Procurement Status | Provider Status | Release Date | Proposal Due Date | Contract Date |
|-------------------------------------|--|--------|--------------------|----------------------|--------------|-------------------|---------------|
| <input checked="" type="checkbox"/> | AGN - HRA Procurement 1 | HRA | Planned | Eligible to Propose | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| <input checked="" type="checkbox"/> | AGN - DHS Procurement 5 | DHS | Released | Eligible to Propose | 10/28/2013 | 10/28/2013 | 01/07/2014 |
| <input checked="" type="checkbox"/> | AGN - DHS Procurement 2 | DHS | Planned | Eligible to Propose | 10/29/2013 | 10/29/2013 | 07/01/2014 |
| <input type="checkbox"/> | SmokeTest Procurement Do Not Delete | DFTA | Planned | Service App Required | 12/20/2013 | 10/24/2013 | 12/20/2013 |
| <input type="checkbox"/> | 16 jan smoke test | ACS | Planned | Service App Required | 01/18/2014 | 01/19/2014 | 01/17/2014 |
| <input type="checkbox"/> | anishh 2.3.0 UAT testing | DOC | Planned | Service App Required | 01/30/2014 | 01/30/2014 | 01/30/2014 |
| <input checked="" type="checkbox"/> | Proc 1 | DOC | Planned | Service App Required | 02/21/2014 | 02/15/2014 | 02/23/2014 |
| <input checked="" type="checkbox"/> | DOCGuard | DOC | Released | Service App Required | 02/22/2014 | 02/23/2014 | 06/01/2014 |
| <input type="checkbox"/> | QST Middle School Expansion: District 02 | DYCD | Released | Eligible to Propose | 03/14/2014 | 03/14/2014 | 07/01/2014 |
| <input type="checkbox"/> | AGN - Proc ACS CT 2014 | ACS | Planned | Eligible to Propose | 03/19/2014 | 03/19/2014 | 07/01/2014 |

The screenshot shows the NYC Procurement Roadmap interface after filtering. The "Save Updates to Provider Favorites" button is now highlighted in green, with a callout '5'. The "Display All Procurements" button is visible. The table now shows only the procurements that were marked as favorites in the previous screenshot. A green circle with '4' points to the checkboxes in the "Provider Favorites" column.

| Provider Favorites | Procurement Title | Agency | Procurement Status | Provider Status | Release Date | Proposal Due Date | Contract Date |
|-------------------------------------|---|--------|--------------------|----------------------|--------------|-------------------|---------------|
| <input checked="" type="checkbox"/> | DOCGuard | DOC | Released | Service App Required | 02/22/2014 | 02/23/2014 | 06/01/2014 |
| <input checked="" type="checkbox"/> | R4 Data Conversion - Provider Permissions | DYCD | Released | Service App Required | 06/12/2014 | 06/12/2014 | 06/12/2014 |
| <input checked="" type="checkbox"/> | Procurement ACS Anna Ad Hoc | ACS | Released | Service App Required | 07/08/2014 | ---- | ---- |
| <input checked="" type="checkbox"/> | Justin UAT Test | DFTA | Released | Service App Required | 07/14/2014 | ---- | ---- |

NYC HHS Accelerator

Organization Information | Document Vault | Applications | **Procurements** | Financials

Welcome: James Polk, R4 Test Org 12

Procurement Roadmap

The Procurement Roadmap displays the status of NYC Client and Community Services Procurements and allows you to filter on details such as your status, Agency and planned RFP release dates. You may also sort the items in each column.

Saved Provider Favorites are shared across your organization. You can mark your organization's favorite Procurements by checking and unchecking Provider Favorites checkboxes and clicking the 'Save Updates to Provider Favorites' button.

Filter Items | **Save Updates to Provider Favorites** | **Display All Procurements** | Procurements: 4

| Provider Favorites | Procurement Title | Agency | Procurement Status | Provider Status | Release Date ▲ | Proposal Due Date | Contract Date |
|-------------------------------------|---|--------|--------------------|----------------------|----------------|-------------------|---------------|
| <input checked="" type="checkbox"/> | DOCGuard | DOC | Released | Service App Required | 02/22/2014 | 02/23/2014 | 06/01/2014 |
| <input checked="" type="checkbox"/> | R4 Data Conversion - Provider Permissions | DYCD | Released | Service App Required | 06/12/2014 | 06/12/2014 | 06/12/2014 |
| <input checked="" type="checkbox"/> | Procurement ACS Anna Ad Hoc | ACS | Released | Service App Required | 07/08/2014 | ---- | ---- |
| <input checked="" type="checkbox"/> | Justin UAT Test | DFTA | Released | Service App Required | 07/14/2014 | ---- | ---- |

Procurements: 4

- To return to view all procurements click on the **“Display all Procurements”** button.

Accessing Procurement Details

To view additional details about a procurement, take the following steps.

Procurement Roadmap

The Procurement Roadmap displays the status of NYC Client and Community Services Procurements and allows you to filter on details such as your status, Agency and planned RFP release dates. You may also sort the list by each column.

Saved Provider Favorites are shared across your organization. You can update your organization's favorite Procurements by checking and unchecking Provider Favorites checkboxes and clicking the 'Save Updates to Provider Favorites' button.

Filter Items **Save Updates to Provider Favorites** **Display Provider Favorites Only** Procurements: 132 1 2 3 4 5 > Next

| Provider Status | Release Date | Proposal Due Date | Contract Date |
|---------------------|--------------|-------------------|---------------|
| Not Applicable | 09/26/2013 | 10/25/2013 | 07/01/2014 |
| Not Applicable | 09/26/2013 | 10/25/2013 | 01/01/2014 |
| Not Applicable | 10/24/2013 | 10/28/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Eligible to Propose | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/25/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/25/2013 | 03/01/2014 |
| Not Applicable | 10/25/2013 | 10/24/2013 | 07/01/2014 |
| Not Applicable | 10/25/2013 | 10/25/2013 | 07/01/2014 |
| Not Applicable | 10/26/2013 | 10/25/2013 | 07/01/2014 |
| Not Applicable | 10/28/2013 | 10/28/2013 | 07/01/2014 |

Once you have navigated to Procurements.

1. Click the **“Filter Items”** button.
2. Remove all selections other than **“Eligible to Propose”** and **“Released.”**
3. Click the **“Filter”** button.

The Procurement Roadmap displays the status of NYC Client and Community Services Procurements and allows you to filter on details such as your status, Agency and planned RFP release dates. You may also sort the list by each column.

Saved Provider Favorites are shared across your organization. You can update your organization's favorite Procurements by checking and unchecking Provider Favorites checkboxes and clicking the 'Save Updates to Provider Favorites' button.

Filter Items Procurements: 8

| Provider Favorites | Procurement Title | Agency | Procurement Status | Provider Status | Release Date ▲ | Proposal Due Date | Contract Date |
|--------------------------|---|--------|--------------------|---------------------|----------------|-------------------|---------------|
| 4 | AGN - DHS Procurement 5 | DHS | Released | Eligible to Propose | 10/28/2013 | 10/28/2013 | 01/07/2014 |
| | DOCGuard | DOC | Released | Eligible to Propose | 02/22/2014 | 02/23/2014 | 06/01/2014 |
| <input type="checkbox"/> | QST Middle School Expansion: District 02 | DYCD | Released | Eligible to Propose | 03/14/2014 | 03/14/2014 | 07/01/2014 |
| <input type="checkbox"/> | R4 Data Conversion - Provider Permissions | DYCD | Released | Eligible to Propose | 06/12/2014 | 06/12/2014 | 06/12/2014 |
| <input type="checkbox"/> | Procurement Smoke Test - 20140709 | ACS | Released | Eligible to Propose | 07/09/2014 | ---- | ---- |
| <input type="checkbox"/> | Justin UAT Test | DFTA | Released | Eligible to Propose | 07/14/2014 | ---- | ---- |
| <input type="checkbox"/> | Agency User Test Procurement - 3 | DFTA | Released | Eligible to Propose | 07/28/2014 | ---- | ---- |
| <input type="checkbox"/> | Agency User Test Procurement - 2 | DHS | Released | Eligible to Propose | 07/28/2014 | ---- | ---- |

The system displays procurements for which you can submit proposals.

4. Click on the hyperlink for the **“Procurement Title”** you wish to view.


The screenshot shows the 'Procurement Summary' page for 'Supportive Employment Shelter'. The page includes navigation tabs for 'Procurement Summary', 'Services and Providers', 'RFP Documents', and 'Proposal Summary'. The 'Procurement Summary' tab is active. The page displays the following information:

- Procurement Title:** Supportive Employment Shelter
- Agency:** DHS - Department of Homeless Services
- Program Name:** Adult Shelter (Employment)
- Agency Email Contact:** hhsatestdhsccomanager@mailinator.com (highlighted with a green circle containing the number 5)
- Procurement Description:** The Supportive Employment Shelter is a 200-bed facility for single adult males located in Manhattan Community Board 11, on Wards Island. The goals of this shelter are primarily to provide safe and cost-effective emergency shelter and to assist clients who become homeless to move towards permanency in less than 60 days. Through this procurement, DHS is seeking a Provider to operate the temporary shelter program and work with clients, where possible, to prepare for and secure employment and provide case management and housing placement services. Providers would conduct employment assessments and provide employment counseling, job search, training and skill building, in an effort to move clients to housing as quickly as possible. Providers would also provide overall case management which would include, but not be limited to, intake/orientation, service planning, mental health counseling, referrals, housing placement services, and health care services for all clients.
- Estimated No. of Contracts:** 1
- Estimated Procurement Value (\$):** 250,000.00
- Link to Concept Report:**
- Procurement Dates:**
 - RFP Release Date:** 08/27/2013
 - Pre-Proposal Conference Date:** 08/27/2013
 - Proposal Due Date:** 08/28/2013 02:00 PM
- Contract Dates:**
 - Contract Start Date:** 08/30/2013
 - Contract End Date:** 08/29/2014

At the bottom right of the page, there is a green 'Next' button and a green circle containing the number 6.

The system displays basic information in the Procurement Summary. Important dates to note are the Pre-Proposal Conference and Proposal Due Date

5. Copy-Paste or Click the hyperlink for the **“Agency Email Contact”** to send specific questions about the content of a procurement or RFP documents.

Any questions related to system use should be sent directly to the HHS Accelerator Team using the section level help by clicking 

6. Click **“Next”** or the **“Services and Providers”** tab to view required services and other providers eligible to propose.

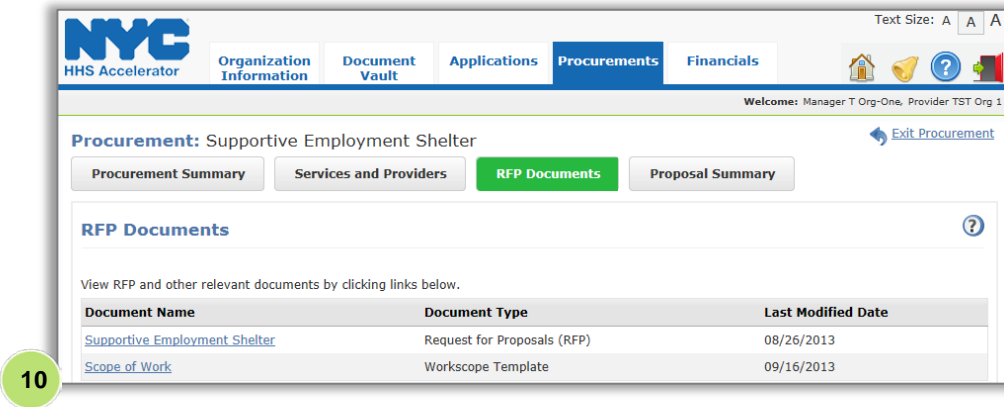
Review the list of required services and providers. If you are already eligible to compete you may apply for prequalification in other services at any time.

7. If a service application is required click on the hyperlink (“[here](#)”) and you will be directed to the Summary of Applications page. Once there, click “**Add Service**” to complete a Service Application.
8. Providers approved for at least one listed service are shown by “**Provider Name.**” This column can be sorted. Click on a “**Provider’s Name**” to display basic contact information, including a telephone number to facilitate partnerships.
9. Use the drop down menu to “**Show providers approved for**” a specific service.

The screenshot shows the NYC HHS Accelerator interface. At the top, there are navigation tabs: Organization Information, Document Vault, Applications, Procurements (selected), and Financials. Below the tabs, the page title is 'Procurement: Supportive Employment Shelter'. There are four buttons: Procurement Summary, Services and Providers (highlighted in green), RFP Documents, and Proposal Summary. The 'Procurement Status' is 'Released' and 'Provider Status' is 'Eligible to Propose'. The 'Services and Providers' section contains instructions and a 'Selected Services' list. A table below shows providers, with the first row highlighted. A dropdown menu is visible above the table.

| Provider Name |
|-------------------------------------|
| Agency TST Org 1 |
| Agency TST Org 2 |
| HHS Test Provider 1 |

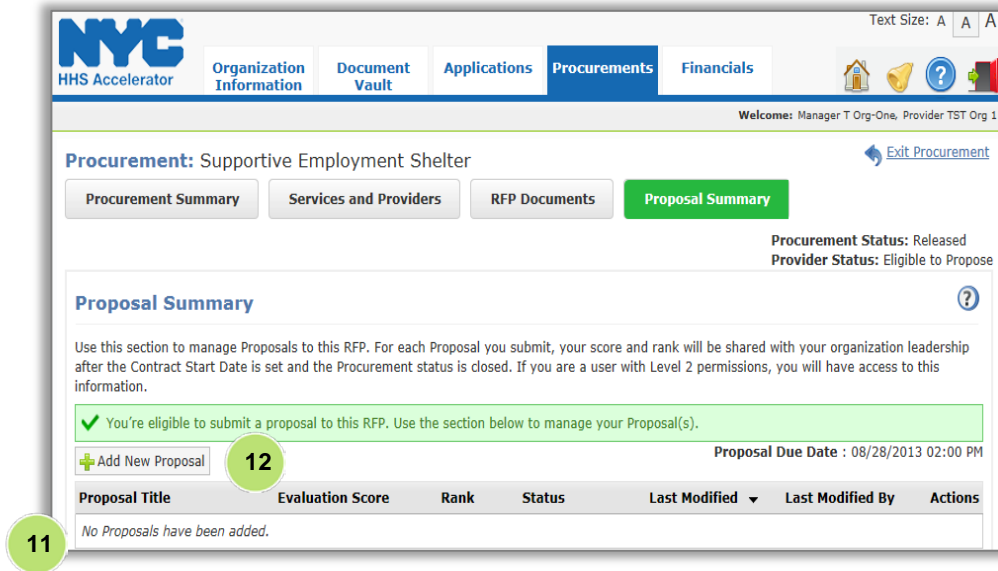
The RFP Documents tab displays the RFP and other relevant documents.



10. To view any of these documents, click the link for the specific **“Document Name.”**

The content of this tab is not visible if a procurement is in Planned status or none of the required services were approved for your organization.

Once you have fully reviewed RFP documents, continue to the Proposal Summary tab.



11. A green message bar confirms your eligibility with the following message: **“You're eligible to submit a proposal to this RFP. Use the section below to manage your Proposal(s).”**

12. To begin your response, click **“Add New Proposal.”**

For more on proposal submission, review the **“Submitting Proposals in HHS Accelerator”** user guide.